

Governor Jim Doyle's Trade Mission to the New Central Europe

Poland and the Czech Republic
November 8-16, 2005



Mission Participant Registration

Thank you for your interest in joining Governor Doyle's Trade Mission to the New Central Europe. This registration packet contains information necessary to prepare for a smooth and successful trip. It explains each step that must be completed for registration. Returning completed forms promptly will allow mission coordinators to prepare for a successful mission on your behalf.

❖ ***Mission Registration and Deposit***

The two-page registration form at the back of this packet is to be completed by each individual joining the trade mission. Please return the registration forms immediately via FAX at 608-266-5551. A deposit made out to "Wisconsin Department of Commerce" in the amount of \$1000 is required to confirm your participation. Deposits are refundable for cancellations received by October 7, 2005. Other cancellation penalties may apply to those companies who have requested appointment schedules. Your credit card will be used only to guarantee your hotel reservations and cannot be used for the deposit.

❖ ***Preliminary Itinerary***

The preliminary itinerary is enclosed and will continue to develop as the mission approaches.

❖ ***Flight Arrangements***

Adelman Travel is the dedicated travel agency for the trade mission; Amy Sommerfeld will assist you with your travel reservations and can be reached toll free at 866-339-4741 or by email at agroup@adelmanmail.com. We will provide suggested flights and will have group ground transportation coordinated to meet these specific flights. You will be responsible for the booking and payment of your airline reservations.

❖ ***Passport & Visa Requirements***

A passport is required for travel into the Czech Republic and Poland. Please be sure that your passport is valid through May 16, 2006. Other entry requirements may apply for citizens of countries other than the U.S.

❖ ***Hotel Information***

We have negotiated group rates at the trade mission hotels and will confirm arrangements for you based on your travel schedule. A credit card number will be necessary to guarantee your reservation. You will settle your account directly with the hotel at the time of checkout in each city.

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❖ *Pre-Mission Business Briefing*

Mark your calendars to attend the briefing on Thursday, October 27 at the Fluno Center in Madison.

❖ *Business Appointment Schedules*

If you want business appointments scheduled in Prague and Warsaw please contact Brad Schneider, International Trade Consultant with the Wisconsin Department of Commerce, at 920-420-1796 or at bschneider@commerce.state.wi.us. Appointment schedules will be limited to the first 12 companies that have a deposit on file. Appointment schedule requests will be accepted until September 15. Later requests will be accepted based upon availability.

❖ *Estimated Mission Costs*

The estimated costs of participating in Governor Doyle's Trade Mission to the New Central Europe are outlined below. Final costs will be determined by a company's level of participation. Your \$1000 deposit will be applied to these costs and the Wisconsin Department of Commerce will bill you for the balance due. Mission pricing for additional company personnel is available.

Basic Mission fee (estimated)

\$ 1550.00

The basic mission fee includes group ground transportation, group breakfasts and dinners, business receptions, pre and post-mission assistance, on-site support in Prague and Warsaw, pre-mission business briefing, trade mission directory, promotional support and complete mission planning.

Business appointment schedules

\$ 1350.00

Individualized business appointment schedules in Prague and Warsaw are included in this fee and are available to the first 12 Wisconsin companies who have registered and have submitted a deposit. *Interpreters and personal transportation costs are not included in the price.*

Estimated Roundtrip Coach Airfare (per person)

\$ 1350.00

Wisconsin to Prague to Warsaw and return to Wisconsin

Hotel Costs (7 nights)

\$ 1100.00

Four nights at the Prague Marriott Hotel and three nights at the Sheraton Warsaw Hotel and Towers. Hotel costs are based on single occupancy.

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Proposed Participant Schedule (as of 25-Aug-05)	
Thursday, October 27, 2005	
	Pre-mission business briefing, UW Madison Fluno Center
Tuesday, November 8, 2005	
Afternoon	Depart from home destination for Prague, Czech Republic
Wednesday, November 9, 2005 Prague	
	Arrive in Prague
Afternoon	Business Delegation Briefing by the U.S. Embassy
Evening	Group Dinner
Overnight	Prague Marriott Hotel
Thursday, November 10, 2005 Prague	
Morning/Afternoon	Business Delegation: pre-arranged business meetings
Evening	U.S. Ambassador's Reception
Overnight	Prague Marriott Hotel
Friday, November 11, 2005 Prague	
Morning	American Chamber of Commerce Breakfast
Morning/Afternoon	Business Delegation: pre-arranged business meetings
Evening	Networking Reception
Overnight	Prague Marriott Hotel
Saturday, November 12, 2005 Prague	
	Day at leisure
Overnight	Prague Marriott Hotel
Sunday, November 13, 2005 Prague and Warsaw	
	Travel from Prague to Warsaw, Poland
Overnight	Sheraton Warsaw Hotel and Towers
Monday, November 14, 2005 Warsaw	
Morning	Business Delegation Briefing by the U.S. Embassy
Morning/Afternoon	Business Delegation: pre-arranged business meetings
Overnight	Sheraton Warsaw Hotel and Towers
Tuesday, November 15, 2005 Warsaw	
Morning/Afternoon	Business Delegation: pre-arranged business meetings
Noon	American Chamber of Commerce luncheon
Evening	U.S. Ambassador's Reception
Overnight	Sheraton Warsaw Hotel and Towers
Wednesday, November 16, 2005 Warsaw	
	Depart for home destination

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Business Appointment Schedule

Appointments with pre-qualified European companies in and around Prague and Warsaw can be arranged for trade mission participants. Services are limited to the first 12 Wisconsin companies to submit registration materials and a \$1000 deposit check. Requests received after September 15, 2005 will be subject to availability.

Two service options will be available to mission participants:

Option One: Agent/Distributor Appointments

For Wisconsin companies in search of intermediaries (agents, distributors, licensee partners, or other strategic alliance partners), the Wisconsin Trade Office in Europe will research the market and find contacts interested in handling your products. The search will be based on your own criteria and qualification requirements. The trade office will thoroughly investigate potential partner companies and will arrange full appointment schedules.

Option Two: Client/End User Appointments

If your firm is searching for direct sales leads or already has a dealer/distributor in the market, the Wisconsin Trade Office in Europe can assemble a qualified list of end-use customers for you to meet during the mission. The trade office will thoroughly investigate industries, sectors and markets in which your product or service is sold and provide background information on the firms with which you will meet.

Appointment Pricing*

Prague	\$ 750.00
Warsaw	\$ 750.00
Prague & Warsaw	\$1350.00

*One-on-one appointments will be held in the designated mission hotels. The prices above include meeting facility costs. Please note, transportation to a company site and interpreters are not included. Arrangements for these services, if required, will be handled by the Wisconsin Trade Office.

For more information, please contact

Brad Schneider, International Trade Consultant
Wisconsin Department of Commerce, Division of International & Export Development
Telephone 920-420-1796
E-mail: bschneider@commerce.state.wi.us

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Mission Registration

To reserve your space on the Europe Mission, return the completed registration forms to **FAX 608-266-5551**.

Section One: Contact Information

Name & Job Title/Position	
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.	
Company Name	
Business Street Address	
City, State, Zip Code	
Business Telephone	Fax
E-mail	Web-site

Back-up Business Contact Name	Telephone	E-mail
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Home Address	
City, State, Zip Code	
Home Telephone	Cell Phone
Citizenship (<i>please specify country</i>)	Passport Number
Credit Card (<i>type, number, expiration date, name on the card</i>) Used for hotel guarantee only AX VS MC	
Hotel Room Preferences <input type="checkbox"/> Non-smoking <input type="checkbox"/> Smoking <input type="checkbox"/> Other requests, please specify:	

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Mission Registration, page two

Section Two: Company Profile Information

Company Name

Describe your company's products or services

Describe your desired business objectives for this mission

- | | | |
|--|------------------------------|-----------------------------|
| <input type="checkbox"/> Does your company currently export to the Czech Republic? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Does your company currently export to Poland? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Are you interested in a business appointment schedule? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Registration Process:

1. Complete these two pages and submit via FAX to 608-266-5551
2. Send \$1000 deposit check made payable to "Wisconsin Department of Commerce" to:

Wisconsin Department of Commerce
Division of International & Export Development
Attn: Jennifer Winner
201 West Washington Avenue
Madison WI 53703